

October 1, 2004 - September 30, 2005
**JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT
FORMULA (TITLE II) GRANT**



PROGRAM ANNOUNCEMENT & REQUEST FOR PROPOSAL



APPLICATION DEADLINE
July 15, 2004

BOB HOLDEN, Governor
CHARLES R. JACKSON, Director
SANDRA J. REMPE, Juvenile Justice Specialist



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SECTION I.

Formula (Title II) Grant Information

October 1, 2004-September 30, 2005
JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT
FORMULA (TITLE II) GRANT

PROJECT IMPACT STATEMENT

Missouri will have significantly fewer incidents of juvenile delinquency; youth crime/violence and juvenile offenders will commit significantly fewer and less serious crimes.

PROJECT GOALS

Type: Prevention and Reduction of Juvenile Delinquency

Goal 1. Reduce the incidence of crimes committed by youth

Goal 2. Reduce the frequency and severity of crimes committed by youth

Type: Infrastructure/System Implementation and Enhancements

Goal 1. To improve ability for funding, coordination, collaborations and administrative policies to enhance the systemic response to juvenile delinquency and crime

Goal 2. Implementation of science-based programs

FUNDING CATEGORIES (Type)

J1. YOUTH OR TEEN COURTS / RESTORATIVE JUSTICE (*Type: Prevention and Reduction of Juvenile Delinquency*) – to have effective Youth or Teen Court/Restorative Justice projects that decrease the number of repeat offenders and/or the seriousness of repeat offenses while developing healthy, educated, skillful youths and/or projects that will increase youth protective (resiliency) factors or decrease youth risk factors

J2. DELINQUENCY PREVENTION (*Type: Prevention and Reduction of Juvenile Delinquency*) – to have a decline in first time offenders by having projects that reduce delinquency and youth crime/violence while at the same time developing healthy, educated, skillful youth, and/or projects that increase youth protective (resiliency) factors or decrease youth risk factors

J3. DISPROPORTIONATE MINORITY CONTACT (*Type: infrastructure/system implementation improvements*) – shall investigate and examine juvenile justice systems to determine a plan and/or implement systemic change projects to reduce disproportionate minority contact. To be eligible for funding in this category, you must be able to show disproportionate minority contact in the geographical area you are representing

J4. MENTAL HEALTH (*Type: infrastructure/system implementation improvements*) – to improve access and increase availability of mental health services for youth in the juvenile court system and their families. Develop collaboration between the court system and mental health service providers

J5. MENTORING (*Type: Prevention and Reduction of Juvenile Delinquency*) -- to connect at-risk youth throughout the state of Missouri with responsible, caring and committed mentors based on the youth's needs. To help them develop into responsible, healthy youth/adults. As a result of mentoring projects, youth-protective factors will increase, specifically bonding to a responsible adult, school, institute or community

Note: A detailed description of each funding category is included in Section IV of this application package.

ANNOUNCEMENT AND REQUEST FOR PROPOSAL

This is the Formula (Title II) Grant Announcement and Request for Proposal packet for the grant period of October 1, 2004 – September 30, 2005.

FUND AVAILABILITY

There is approximately **\$1.1 million** available for this grant period. Applicants will be limited to a maximum allocation of \$40,000.00.

CONTINUATION OF FUNDING

This is the second year of a planned three-year grant cycle. If Congress approves funding for the third year of the grant cycle, and, if your program is meeting its intent, your project could be funded for a total of three years. If new projects are funded this year, those agencies could be funded for a total of two years. *Regardless of whether you are a first or second year applicant all programs must apply for funding through the competitive bid process. If your program is presently funded with Title II funds and you fail to complete an application for this funding cycle your program will end September 30, 2004.*

APPLICATION DEADLINE

Applications must be received by the Department of Public Safety by **4:30 p.m July 15, 2004** or be postmarked no later than **July 15, 2004**. Note: Applications sent using office-based postage meters will not be accepted if received after July 15, 2004 since postage meters **are not** acceptable proof of timely mailing. Applications received via facsimile or e-mail **will not** be accepted at any time.

It is strongly recommended that applicants use the United States Postal Service or a trackable shipping service that guarantees a delivery date to ensure that applications arrive promptly. Applications postmarked after July 15, 2004 will not be accepted.

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION FORMULA (TITLE II) GRANT PROGRAM

Since 1974, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the United States Department of Justice has been authorized to administer the Formula Grants program to support state and local delinquency prevention and intervention efforts and juvenile justice system improvements. The program is authorized under Formula (Title II), Part B, Section 222, of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Public Law 93-415, 42 U.S.C.5601 et seq.).

Formula grant funds are appropriated by Congress and awarded by OJJDP to the fifty states, five territories, and the District of Columbia on the basis of their proportionate juvenile population.

STATE ELIGIBILITY

To be eligible to receive a formula grant, a state must: (1) designate a state agency to prepare and administer the state's comprehensive three-year juvenile justice and delinquency prevention plan; (2) establish a State Advisory Group (SAG)—in Missouri called the Juvenile Justice Advisory Group (JJAG)—appointed by the Chief Executive to provide policy direction (or advise a broad-based supervisory board that has policy responsibility), and participate in the preparation

and administration of the Formula Grants program plan; and (3) commit to achieve and maintain compliance with the following four core requirements of the JJDP Act:

Sec. 223(a) 12 Deinstitutionalization of Status Offenders (DSO).

A status offender (**a juvenile who has committed an act that would not be a crime if committed by an adult**) or non-offender (**such as a dependent or neglected child**) cannot be held, with statutory exceptions, in secure juvenile detention or detained or confined in adult facilities for any length of time.

Sec. 223(a) 13 Separation of Juveniles from Adult Offenders (**separation**)

Alleged and adjudicated juvenile delinquents cannot be detained or confined in a secure institution (such as a jail, lockup, or secure correctional facility) in which they have sight or sound contact with adult offenders.

Sec. 223(a) 14 Adult Jail and Lockup Removal (**jail removal**)

As a general rule, juveniles (individuals who may be subject to the original jurisdiction of a juvenile court based on age and offense limitations established by state law) cannot be securely detained or confined in adult jails and lockups. The statute provides temporary hold exceptions for alleged and adjudicated delinquents and criminal misdemeanor offenders under conditions of separation and accepts juveniles waived or transferred to criminal court on felony charges.

Sec. 223(a) 23 Disproportionate Minority Contact (**DMC**)

States are required to address efforts to reduce the proportion of juveniles detained or confined in secure facilities who are members of minority groups if such proportion exceeds the proportion such groups represent in the general population.

PURPOSE

The Missouri Department of Public Safety has applied for Formula (Title II) funding from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, in accordance with the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. The purpose of this document is to announce the availability of these funds to local juvenile courts and eligible public and private youth service agencies to carry out the mandates of the Juvenile Justice and Delinquency Prevention Act. Section 102 (b) of the Act states, "It is therefore the further declared policy of Congress to provide the necessary resources, leadership, and coordination:

1. to develop and implement effective methods of preventing and reducing juvenile delinquency, including methods with a special focus on preserving and strengthening families so that juveniles may be retained in their homes;
 2. to develop and conduct effective programs to prevent delinquency, to divert juveniles from the traditional juvenile justice system, and to provide critically needed alternatives to institutionalization;
 3. to improve the quality of juvenile justice in the United States;
 4. to increase the capacity of state and local governments and public and private agencies to conduct effective juvenile justice and delinquency prevention and rehabilitation programs and to provide research, evaluation, and training services in the field of juvenile delinquency prevention;
 5. to encourage parental involvement in treatment and alternative disposition programs;
- and

6. to provide for coordination of services between state, local, and community-based agencies and to promote interagency cooperation in providing such services.”

ELIGIBLE APPLICANTS

Juvenile courts, law enforcement agencies, local units of government, schools, public youth service agencies and private not-for-profit agencies with the appropriate experience and expertise, are all eligible applicants for funding.

YOUTH ELIGIBLE TO BE SERVED WITH THIS FUNDING

Youth eligible to be served are youth living in Missouri who have not yet reached their 17th birthday. Youth can only be served after their 17th birthday if they are wards of the Juvenile or Family Court.

RESTRICTIONS ON FUNDING FAITH-BASED ORGANIZATIONS

Under the Missouri Constitution:

- (1) We cannot make a grant to a church or a religious organization; and
- (2) We cannot fund a project with a religious purpose or that has the effect of advancing religion.

This is due to Article IX, Section 8 of the Missouri Constitution:

Neither the general assembly, nor any county, city, town, township, school district or other municipal corporation, shall ever make an appropriation or pay from any public fund whatever, anything in aid of any religious creed, church or sectarian purpose, or to help to support or sustain any private or public school, academy, seminary, college, university, or other institution of learning controlled by any religious creed, church or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the state, or any county, city, town, or other municipal corporation, for any religious creed, church, or sectarian purpose whatever.

This is more restrictive than the United States Constitution.

CONTRACTUAL AGREEMENT

If approved, the Award of Contract will serve as a contractual agreement between the Department of Public Safety and the applicant.

CONTRACT PERIOD

The contract period for approved projects is October 1, 2004 through September 30, 2005.

APPLICATION DEADLINE

Applications must be received by the Department of Public Safety by **4:30 p.m July 15, 2004** or postmarked no later than **July 15, 2004**. Note: Applications sent using office based postage meters will not be accepted if received after July 15, 2004 since postage meters **are not** acceptable proof of timely mailing. Applications received via facsimile or e-mail **will not** be accepted.

DELIVERY INSTRUCTIONS

Send an original (marked as “original”) and five complete copies (a TOTAL of 6) to:
The Department of Public Safety
Office of the Director
Attn: Garten Pollard
P.O. Box 749
301 West High Street, Room 870
Jefferson City, MO 65102

Write **“Formula (Title II) Grant Application”** on the lower left-hand corner of the envelope.

It is strongly recommended that applicants use the United States Postal Service or a trackable shipping service that guarantees a delivery date to ensure that applications arrive promptly. Applications postmarked after **July 15, 2004** will not be accepted.

FUNDING DECISION PROCESS

Applications received or postmarked by the **July 15, 2004** deadline will be evaluated by a review panel consisting of Missouri Juvenile Justice Advisory Group members, staff from the Department of Public Safety and individuals with significant experience in the juvenile justice field. The review panel’s recommendations for funding will be presented to the Missouri Juvenile Justice Advisory Group and the Director of the Department of Public Safety for final approval. The Director of the Department of Public Safety will issue notice of award documents to approved programs.

Applicants will not be contacted if an item is missing from the application. Any part of the application received after the deadline will not be considered in the review.

Following a review of all proposals, awards will be posted on the Department of Public Safety website at www.dps.state.mo.us by September 2, 2004. Notification will be mailed no later than September 2, 2004 regarding whether or not an applicants’ proposal was funded. No information will be given on the telephone. Those selected to receive funds will be provided with the proper paperwork. Projects will be eligible for funding beginning October 1, 2004 and ending September 30, 2005. Contracts shall be legally binding documents between the state of Missouri and the applicant. The awarding of any contract or adjustments is subject to final approval of the Director of the Department of Public Safety. If you have not received a letter regarding your grant by September 9, 2004, please contact Garten Pollard at (573) 526-2179.

The Department of Public Safety is required by law to make award decisions based on a competitive bid process. Each year, more and more applications for funding are received. The funding requests are for two to three times the money available in grant funds. Because of these circumstances, the review panel is expected to make some very difficult decisions.

PRIORITY FUNDING ISSUES

The Department of Public Safety has stated the following priorities for funding:

- Implementation of science, model, promising, or best practice type projects,
- The Department of Public Safety prefers to fund personnel who will work directly with children and/or items for children to be utilized in projects such as workbooks and other materials, rather than administrative positions,
- Proof of Need - Assessment of Need,
- Adequate correlation between the cost of the project and the objective(s) to be achieved,
- Capacity, history of meeting projected outcomes,
- Degree of cooperation between the juvenile court, local officials, community groups, and citizens to fulfill goals for the overall success of the project,
- Demonstration that the applicant agency has the ability to continue funding beyond the life of Juvenile Justice and Delinquency Prevention Act funds. Agency has identified support and contributions for this project from sources other than JJDP funds to ensure its future success,
- Overall quality of the application.

ADDITIONAL INFORMATION CONCERNING FUNDING

- 1) The Department of Public Safety will try to fund as many applications as possible.
- 2) It shall be the responsibility of the applicant to submit the information requested to effectively evaluate the grant proposal. Failure to provide any of the requested information will be considered during the evaluation of your grant proposal.
- 3) Letters of support that you wish to utilize must be current and must be inserted into the application in the appropriate section. Letters that come separately will **NOT** be considered.
- 4) The Department of Public Safety reserves the option to request a reduction in the scope of the proposed project and may offer funding at a level different than requested.
- 5) No match is required.
- 6) If your organization will be contributing funds to the project, an explanation of such must be provided in the narrative section of the application. Please note only funds requested from the Department of Public Safety should be included on the budget forms.
- 7) We cannot supplant (replace) funding you already have, although this funding can be utilized to enhance something you are already doing.

GRANTING OF FUNDS

The payment method for all Juvenile Justice Delinquency Prevention contracts will be monthly reimbursement of expenses. "Start-up" funding will not be available.

REPORTING REQUIREMENTS

- 1) Each project will be expected to send in information on their project specifically addressing strategies and performance measures **each month of the contract period**.
- 2) Each project will be expected to send in a mid-year report (October – March) concerning performance and outcome measures. **Due May 31, 2005.**

- 3)Each project will be expected to send in a year-end final report, summarizing strategies/performance measures, objectives/outcome measures, and linkage to juvenile justice's goals and impact. **Due December 31, 2005.**

COST ASSUMPTION POLICY

Funds made available under the Juvenile Justice and Delinquency Prevention Act are intended to be used as "seed" money for new projects. Applicants seeking funding for projects need to explain how the project will be sustained. Except for those projects that have a specific life the applicant shall provide a written plan for continuation.

UNALLOWABLE COSTS

The following is a list of costs unallowable for all projects funded through the Missouri Department of Public Safety Formula (Title II) Grants Program.

1. Travel of federal employees;
2. Real Property Acquisition;
3. Honoraria;
4. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
5. Military type equipment;
6. Bonuses or commissions;
7. Lobbying;
8. Cost of fund raising;
9. Compensation of federal employees;
10. Indirect costs to the agency/organization receiving funds, such as a percentage of the grant funding to administer the grant;
11. Construction or purchasing buildings;
12. Service revolvers for law enforcement personnel.

APPLICATION SUBMISSION CHECKLIST

The original application properly executed by the authorized official and five copies (a total of 6) must be postmarked no later than July 15, 2004. All copies must be stapled or clipped together in the upper left hand corner. Do not place applications in folders.

Check that all forms and narratives are complete and accurate. Submit the application in the following order.

1. Application for Funding (form)
2. Budget Pages (forms)
 - A. Personnel Budget Page (form)
 - B. Travel Budget Page (form)
 - C. Equipment Budget Page (form)
 - D. Supplies/Operations Budget Page (form)
 - E. Contractual Budget Page (form)
3. Project Summary (form)
4. Project Narrative
 - A. Summary of Project Description (1 paragraph)
 - B. Brief Description/History of Your Organization
 - Organizational Chart
 - List of Board of Directors
 - Copy of 501 (C) (3) Tax Identification (Not for profit organizations only)
 - C. Past Department of Public Safety Funding
 - D. Cost Assumption
 - E. Assessment of Need
 - F. Goals, Objectives, Performance Measures
 - Goal Statement
 - Program Objectives
 - Performance Indicators
 - G. Methodology (How your program will be implemented)
 - What services will be provided?
 - Who will provide the services?
 - Who will receive the services?
 - Implementation timeline.
 - H. Coordination of Services
 - Current letters of support
 - I. Budget Justification
 - Job Descriptions
 - Resumes
 - J. Reporting and Project Evaluation (Describe how you will evaluate and measure the progress and success of your program)
5. Report of Success (Applicable only to programs funded from October 1, 2003 to September 30, 2004)
6. Report of Expenditures and Check Payee Information Page (form)
7. Certified Assurances (forms)
8. Audit Requirement Page (form)

Do not include additional materials, they will not be considered or returned.

IF YOU NEED ASSISTANCE:

If you have any content or
programmatic questions
please contact the Missouri
Department of Public Safety,
Garten Pollard
(573)-526-2179
Gart.Pollard@dps.mo.gov

or

Laura Malzner
(573) 526-1931
laura.malzner@dps.mo.gov



SECTION II.

Outline of Application Details

OUTLINE OF APPLICATION DETAIL

The following outline details the format in which all Formula (Title II) Juvenile Justice and Delinquency Prevention Project funding applications must follow. When considering proposals for funding, priority will be given to applications satisfying each section of the outline.

1. APPLICATION FOR FUNDING *(See Application Forms Section III)*

Complete the *APPLICATION FOR FUNDING* in its entirety. The *APPLICATION FOR FUNDING* MUST be signed and dated by the local unit of government's authorized official (i.e., mayor, presiding commissioner or city/county administrator). The authorized official at a non-profit organization is a member of the board, such as the chairman, not a staff member.

2. BUDGET PAGES *(See Application Forms Section III)*

All Budget Pages should be completed and attached to the application. If the total amount requested in an area is zero (0), fill in **ZERO** on the bottom line Total Cost box. Instructions for completing each budget page are printed on each form.

- A. Personnel Budget Page**
- B. Travel Budget Page**
- C. Equipment Budget Page**
- D. Supplies/Operations Budget Page**
- E. Contractual Budget Page**

CHECK AND RECHECK YOUR MATH. The numbers in the Basis for Cost Estimate section must support the Total Cost section. For budgeting purposes only, you may round your budget figures as long as you provide a general basis for the cost estimate.

Be sure that EVERYONE that works on the grant has a copy of your approved budget at all times. Before items are ordered or purchased, check to be sure that they have been included in your budget. Reimbursement will not be made for purchased items that are not included in your approved budget. Reimbursement will only be made up to the budgeted amount. If you overspend, you will not be reimbursed for the amount that you overspent. Budget revisions must be approved PRIOR to the purchase of ANY item that was not originally included in the approved budget, and PRIOR to the purchase of any item that is more expensive than the original budgeted amount if an increase will be requested.

If your agency is providing additional funding for this project do **NOT** include your match on the budget pages.

3. PROJECT SUMMARY *(See Application Forms Section III)*

On the form provided, briefly summarize the proposed plan. ***PLEASE FOLLOW THE DIRECTIONS EXACTLY***, do not use more space than provided, and ***PLEASE DO NOT*** attach additional pages. The summary is intended to provide a quick and general overview of the project.

4. PROJECT NARRATIVE

Provide a *Project Narrative* for the proposed project. The narrative should be in 12-point font and double-spaced with one-inch margins on all sides. Identify each of the specific sections, with the letter and title of the section.

Be sure to follow this outline and to include all of the information requested. Be as **BRIEF** as possible; however be sure to make an interesting and compelling case for the funding of your program. Do not include jargon or acronyms that evaluators may not understand.

A. Summary Project Description – Include

- Summarize the project that these funds will pay for
- Detail how funds will be starting a new project or expanding an existing project
- Summarize the link between your project and the stated Funding Category that you are applying under

Be sure that your summary is brief, clear, and interesting. (No more than one paragraph.)

B. Brief Description/History of Your Organization – Include

- A description that clearly establishes who is applying for funds.
- Organizations capacity to provide services
- Organizational credibility: show examples of past accomplishment, of work that the agency does, data in support of accomplishment, current clients or constituents, and qualification of agency in the funding category. **Do not include every issue your agency addresses**, but only the one(s) that will be impacted by the use of the funds being requested
- Provide a list of your board of directors (if applicable)
- Copy of 501 (C) (3) (if applicable)
- The organizational chart for your organization. If your strategies will be through multiple agencies, you may need to provide more than one organizational chart

C. Past Funding – Include

- A synopsis of any projects funded through your organization with JJDP funds. Provide the name of the project and the years funded

- Whether the project continued after JJDP funding was ended. If the project was continued but at a reduced or expanded level, please indicate

D. Cost Assumption – Include

- A plan for continuation of activities of this project when federal funds will no longer be available to your agency

E. Assessment of Need –Include

- A definition of the need you will be attempting to impact with the project for which you are requesting funds.
- Facts and statistics to support your request: juvenile referral numbers, crime rates, youth risk factors, existing resources, demographic and geographic specifications, etc.
- How the need is of reasonable dimension (not trying to solve the world's problems)
- How the statistical evidence of need is supported by authorities

F. Goals, Objective, and Performance Measures-Include

- A Goal is the ultimate desired end-state, result, or change in conditions over time.
- An Objective is a measure in change over a period of time. Objective statements usually begin with “To increase...or To decrease...”
- A Performance Measure is the actual measure (data) showing the progress to meeting the objectives.

G. Methodology- Include

- A brief narrative of how your program will be implemented. This section should explain very clearly how your program will function. Be sure to answer the following questions.
 1. What services will be provided?
 2. Who will provide the services?
 3. Who will receive the services?
 4. What is the implementation timeline?

H. Coordination of Services-Include

- How your agency will coordinate this project with other services provided in your community for your target population.
- If applicable how your agency will coordinate this project with other services provided by the Juvenile Court.
- Maximum of three current letters of support.
- If your project involves partnerships you must provide detailed letters of agreement from all partnering agencies.

I. Budget Justification– Include

- An explanation of need for all items listed in the budget for which JJDP funds will be used.
- If funding is requested for personnel be sure to include copies of job descriptions and resumes for each position requested.
- If funding is requested for contracted services be sure to include copies of contract agreements for each service.
- **Note: Federal maximum allowable rate for consultants and technical assistance is \$450.00 per 8 hour day, there are no exceptions to this rule.**

J. REPORTING - PROJECT EVALUATION (How the project will be reported) Include

- Details on what will be included in the mid-year and final reports
- Who will be responsible for the evaluation and how they will be chosen.
- Describe how data will be gathered.
- An explanation of any test instruments or questionnaires to be used.
- A description of the data analysis process.
- How will you report progress, barriers, and trends?

5. Report of Success (Applicable only to program funded from October 1, 2003 to September 30, 2004)

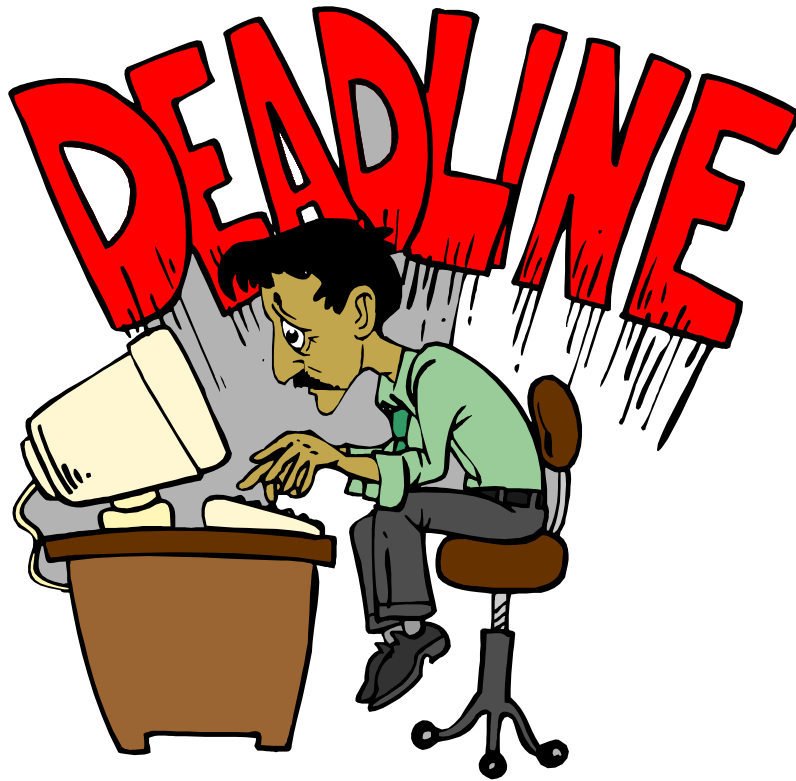
- Provide a detailed report on how your program met its objectives. Attach any reports, surveys, or other measurement tools that support the success of your project.

6. Report of Expenditures and Check Payee Information (*See Application Forms Section III*)

7. Certified Assurances (*See Application Forms Section III*)

8. Audit Requirement Form (*See Application Forms Section III*)

Do NOT include additional materials. They will NOT be considered or returned.



APPLICATION DEADLINE

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Office of the Director
Attn: Garten Pollard
P.O. Box 749
301 West High Street, Room 870
Jefferson City, MO 65102

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SECTION III.

Application Forms



SECTION 1 – INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 – GRANT PROGRAMS

- | | | |
|--|---|---|
| <input type="checkbox"/> VOCA – Victims of Crime Act | <input type="checkbox"/> SSVF - State Services to Victims Fund | <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program |
| <input type="checkbox"/> Byrne – Byrne Formula Grant (NCAP) | <input type="checkbox"/> MCLUP – Mo. Crime Lab Upgrade Program | <input type="checkbox"/> RSAT – Residential Substance Abuse & Treatment Program |
| <input type="checkbox"/> CLAP – Crime Lab Assistance Program | <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant | <input type="checkbox"/> LGSD – Local Government School District Program |
| <input type="checkbox"/> Title V – Delinquency & Youth Violence Prevention | <input type="checkbox"/> Title II – Juvenile Justice Formula Grants | <input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant |

SECTION 3 – APPLICANT AGENCY

AGENCY	FAX	
PHONE		
ADDRESS		
CITY	STATE	ZIP

SECTION 8 – PROJECT TITLE

SECTION 9 – TYPE OF APPLICATION

New Revised Renewal Continuation

SECTION 10 – CURRENT CONTRACT NUMBER(S)

SECTION 11 – APPLICANT'S FEDERAL TAX I.D.

SECTION 12 – PROGRAM CATEGORY

SECTION 13 – CONTRACT PERIOD

BEGINNING DATE ENDING DATE

SECTION 14 – TYPE OF PROJECT

Statewide Regional Local

SECTION 15 – PROGRAM INCOME

Will Program Income be generated? ☐ Yes ☐ No

SECTION 16 – BUDGET

Total

PERSONNEL

VOLUNTEER MATCH

TRAVEL

EQUIPMENT

SUPPLIES/OPERATIONS

CONTRACTUAL

RENOVATION/CONSTRUCTION

TOTAL PROJECT COSTS

FEDERAL/STATE SHARE

%

LOCAL MATCH SHARE

%

SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE

Signature

Date

SECTION 4 – APPLICANT AUTHORIZED OFFICIAL

NAME	FAX
PHONE	
TITLE	

AGENCY

ADDRESS

CITY STATE ZIP

SECTION 5 – PROJECT DIRECTOR

NAME	FAX
PHONE	

TITLE E-Mail Address:

AGENCY

ADDRESS

CITY STATE ZIP

SECTION 6 – APPLICANT FISCAL OFFICER

NAME	FAX
PHONE	

TITLE

AGENCY

ADDRESS

CITY STATE ZIP

SECTION 7 – NON-PROFIT BOARD CHAIRPERSON

NAME	FAX
PHONE	

TITLE

AGENCY

ADDRESS

CITY STATE ZIP

Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

Byrne and LLEBG– Only state and local units of government are eligible to apply for this funding.

LGSD – Only local units of government which have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

Title V - Only local units of government are eligible to apply for this funding.

Section 4 – Applicant Authorized Official – *This person cannot be the same person named as the Project Director.*

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

****This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.***

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW - If this application is being submitted as part of a competitive bid process, the type of application is considered **"New"**.

REVISED - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered **"Revised"**.

RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered **"Renewal"**.

CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered **"Continuation"**.

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30

SSVF – July 1 through June 30

STOP – January 1 through December 31

Title V – October 1 through September 30

Title II – October 1 through September 30

JAIBG – October 1 through September 30

Challenge – See Program Description

Byrne – July 1 through June 30

MCLUP – July 1 through June 30

RSAT – July 1 through June 30

CLAP – July 1 through June 30

LLEBG – May 1 through October 31

LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section

PERSONNEL		PROJECT TITLE:				
		APPLICANT AGENCY:				
INSTRUCTIONS						
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funded project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed) .				6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
SUBTOTAL						\$
FRINGE BENEFITS	BASIS FOR COST ESTIMATE					
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)						
SUBTOTAL						
State/Federal Share	\$	TOTAL PERSONNEL COST				

<div>TRAVEL</div>		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
<div><div><div>1. Itemize travel expenses by event.</div><div>2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel.</div><div>3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling.</div><div>4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling.</div><div>5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.</div></div><div><div>6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category.</div><div>7. Enter the costs in the Total Cost column.</div><div>8. The amount of mileage allowance shall not exceed .345¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred</div></div></div>			
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Match Share	\$		

EQUIPMENT	PROJECT TITLE :		
	APPLICANT AGENCY:		
INSTRUCTIONS			
<div>1 . Equipment is defined as tangible personal property having a useful life of more than one year.</div> <div>2. Under the Item column, describe each type of equipment in terms of size, capability, etc.</div>		<div>3. Under the Basis for Cost Estimate, list the number of units of each type of equipment and provide a unit cost.</div> <div>4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</div>	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL EQUIPMENT COST	
Local Match Share	\$		\$

SUPPLIES/OPERATIONS		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
<p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p>		<p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page. These fees will not be reimbursed until the training has occurred.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p>	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST	\$
Local Match Share	\$		

CONTRACTUAL		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
<p>1. Under the Nature of Service column, describe the types of consultant services or contracts desired.</p> <p>2. Under the Basis for Cost Estimate, enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i></p>		<p>3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation).</p> <p>4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page.</p> <p>5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.</p>	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL CONTRACTUAL COST	\$
Local Match Share	\$		

F. 2004-2005 FORMULA (TITLE II) PROJECT SUMMARY

<i>Please select category:</i>		<i>Project Year:</i>	<i>Amount of JJDP Funds Requested:</i>
<input type="checkbox"/>	J.1 Youth or Teen Court / Restorative Justice	First Year	\$
<input type="checkbox"/>	J.2 Delinquency Prevention Projects	Second Year	
<input type="checkbox"/>	J.3 Disproportionate Minority Contact	Third Year	
<input type="checkbox"/>	J.4 Mental Health		
<input type="checkbox"/>	J.5 Mentoring		
<i>Project Title:</i>			
<i>Applicant Agency and Address:</i>		<i>Project Director Name, Phone, Fax & Email:</i>	
<i>Youth Outputs: (number of youth to be served):</i>		<i>Estimated Cost Per/Youth:</i>	<i># of Paid Staff:</i>
		\$	<i># of Volunteers:</i>
<i>Summary of Proposal:</i> In five (5) lines or less write a summary of your project that can be used, if your project is funded, in publications, reports, and press releases.			
<i>Goal Statement:</i>			
<i>Objectives:</i>			
<i>Performance Measures:</i>			

Form must be typed. No less than 11 pt. font. Do not attach additional pages.

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

JJDP CERTIFIED ASSURANCES

AGENCY NAME:

PROJECT TITLE:

CONTRACT PERIOD: October 1, 2004 – September 30, 2005

In addition to the general terms contained in the *Application Packet*, and the *Federal Assurances (OJP Form)*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
2. Monthly Program Reports for Title II, Title V, Challenge, and JABG subcontracts are due the 10th of each month.
3. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
4. The applicant agrees to comply with the provisions outlined in the Program Description for the Title II, Title V, Challenge, and JABG grant programs.
5. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.
6. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
7. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.
8. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.
9. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.
10. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.
11. **Budget Revisions:**

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:
 - a. The addition or deletion of a specific budget line item
 - b. Monetary changes in the approved budget categories
 - c. A change in the scope of the project
 - d. A change in or temporary absences of the project director or authorized official
 - e. A change in the project site
 - f. A change in the name of the agency
Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not

be retroactive unless there are extenuating circumstances presented.

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- e. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.

13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

14. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
15. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used for allowable activities as outlined in the Program Descriptions and the Missouri Department of Public Safety's Financial and Administrative Guidelines for the Title II, Title V, Challenge, and JABG grant programs.

16. The applicant assures that federal block and formula grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project
17. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
18. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
19. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.
20. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
22. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
23. The subgrantee agrees to account for project income generated by the activities of this subgrant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income". (NOTE: All project

- income must be expended during the life of the subgrant).
24. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

25. Printing: All printed materials supported with grant funding must include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through a Juvenile Justice and Delinquency Act Grant Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director, and the Juvenile Justice Advisory Group.”

26. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application and the federal assurances (OJP Form).

Authorized Official

DATE

Project Director

DATE

FEDERAL - STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Authorized Official Signature

Date

Project Director Signature

Date

AUDIT REQUIREMENTS

If you are awarded funds through the Missouri Department of Public Safety, you are required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.

This section must be completed even if your agency is not required to submit an audit to the Missouri Department of Public Safety.

1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

1. Next audit will be performed by:

Phone number of auditor:

7. Total amount of funds received from ***ALL*** entities ***INCLUDING*** the Department of Public Safety

Federal Amount: \$ State Amount: \$

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency:

Phone: _____

SECTION IV.

Funding Category Descriptions

FUNDING CATEGORIES

Type: Prevention and Reduction of Juvenile Delinquency

Category: J1. YOUTH OR TEEN COURTS / RESTORATIVE JUSTICE – to have effective Youth or Teen Court/Restorative Justice projects that decrease the number of repeat offenders and/or the seriousness of repeat offenses while at the same time developing healthy, educated, skillful youths and/or projects that will increase youth protective (resiliency) factors or decrease youth risk factors.

Project Category Information:

The youth or teen court concept offers many positive benefits. As stated in the Office of Juvenile Justice and Delinquency Prevention's Juvenile Justice Bulletin of October 2000, proponents of youth or teen court indicate it "takes advantage of one of the most powerful forces in the life of an adolescent—the desire for peer approval and the reaction to peer pressure." The Bulletin further notes that youth or teen courts provide accountability especially for minor offenses which would not likely result in sanctions from the traditional juvenile justice system. Youth or teen courts also can provide a timely response as an effective youth or teen court can move young offenders from referral to sanctions within a matter of days, which may increase the effectiveness of the sanctions. Youth or teen courts also can provide community cohesion as it can increase public appreciation of the system and involve the community through volunteerism.

Restorative justice type projects (focusing on the victim, the offender and the community and "restoring" each) have been found to impact juvenile offenders, and they are far more likely to make restitution to their victims. After participating in restorative justice type projects, juvenile offenders commit significantly fewer and less serious crimes, and the victims are far more likely to be satisfied with the response of the criminal justice system.

Projects that will be considered for funding in this category could include but are not limited to

- Implementing or enhancing a youth or teen court system
- Focusing on the offender, victim and community and "restoring" each
- Making the victim "real" to the offender
- Front-end interventions for the most minor offenses
- Utilizing the time and talents of volunteers
- Implementation of science, model, promising, or best practice type projects
- Projects that show capacity to be sustainable after Formula (Title II) funding is no longer available

Category: J2. DELINQUENCY PREVENTION – to have a decline in first-time offenders by having projects that reduce delinquency and youth crime/violence while at the same time developing healthy, educated, skillful youth, and projects that increase youth protective (resiliency) factors or decrease youth risk factors.

Project Category Information:

The state of Missouri appears to be on the verge of confronting the very same factors that were most likely catalysts in the downfall of so many youth during the 1980's and early 1990's. The greatest factor being a weakening economy, which in turn creates a legion of sub-factors including unemployment, poverty, decreased healthcare, domestic violence, abuse and neglect, increased numbers of homeless, increased drug and substance abuse, births to teens, and increased school dropout rates. While the debate about the late 1990's decline in juvenile delinquency and crime may continue, research corroborates the aforementioned sub-factors as risk factors for our youth.

Projects that will be considered for funding in this category could include but are not limited to

- Alcohol and drug prevention/treatment/recovery
- Community disorganization, transition and homelessness
- Community crime and violence prevention/treatment
- Poverty/unemployment
- Alcohol and drug availability/accessibility
- Poor academic performance, commitment to school, dropout prevention/recovery, school alternatives
- Child abuse, neglect and domestic violence
- Births to teens
- Healthcare
- Family and individual skills projects
- Implementation of science, model, promising, or best practice type projects
- Projects that show capacity to be sustainable after Formula (Title II) funding is no longer available

Category: J5. MENTORING -- to connect at-risk youth throughout the state of Missouri with responsible, caring, and committed mentors based on the youth's needs, to help them develop into responsible, healthy youth/adults. As a result of mentoring projects, youth protective factors will be increased, specifically bonding to a responsible adult, school, institute or community.

Project Category Information:

A positive bond between a developing child and a nurturing adult pays rich dividends that can last a lifetime. With the growing erosion of family life and heavy demands on overburdened support systems, this attachment is increasingly problematic. When a child's family is unable or unwilling to provide adequate supervision and support, a mentor can help fill this critical gap. President Bush reaffirmed his commitment to mentoring in January 2003. In April 2003, the National Mentoring Partnership released an overview of recent research regarding the interest and need for mentoring projects is at an all-time high. In addition, to expressed "interest" and voiced "need" for projects, research now substantiates the cost-effectiveness and success of mentoring projects when implemented the right way.

Projects that will be considered for funding in this category could include but are not limited to:

- Projects that reflect the mentoring “Effective Practices” guidelines as outlined by the National Mentoring Partnership and supported by OJJDP
- Projects that provide opportunities to build relationships with caring adults
- Implementing or enhancing mentoring projects that utilize and supplement existing resources
- Projects that provide youth with personal connectedness, supervision, guidance, skills training, career or cultural enrichment opportunities, a knowledge of values, a sense of self-worth, and goal setting for the future
- Implementation of science, model, promising, or best practice type projects
- Projects that show capacity to be sustainable after Formula (Title II) funding is no longer available

Type: infrastructure /system implementation improvements

Category: J3. DISPROPORTIONATE MINORITY CONTACT – shall investigate and examine juvenile justice systems to determine a plan and/or implement systemic change projects to reduce disproportionate minority contact. To be eligible for funding in this category you must be able to show disproportionate minority contact in the geographical area you are representing.

Project Category Information:

According to *Missouri’s Disproportionate Minority Confinement Preliminary Report – 2001*, Missouri’s population estimates for 1999 revealed that the juvenile population (10-16) was 83% white, 14% African American, 2% Hispanic, 1% Asian Pacific and 4% Native American. The total juvenile population was estimated at 578,442, and, of that number, 100,346 were minorities. African Americans represented 80% of the minority populations with 80,052 juveniles. Therefore, in Missouri, minorities represent 17% of juveniles in the general population, and yet represented 39% of the juveniles held in secure facilities. This means that the minority presence in Missouri’s juvenile justice system is more than two times their representation in the general population. Disproportionate minority contact was found to exist in 40 counties for the year 2000.

Projects that will be considered for funding in this category could include but are not limited to:

- Assessment of “Why Disproportionate Minority Contact Exists” and at what point in the system. Then develop an intervention plan for change
- Implementation of a corrective disproportionate minority contact action plan
- Establishing a monitoring process to determine if system biases exist
- Implementing advocacy strategies that seek to improve the ability of minority juveniles and their families to navigate the juvenile justice system
- Diversity, cultural sensitivity, cultural competency, poverty training/projects of police officers, juvenile justice, probation, school employees, social workers,

- community leaders and others who have an impact on minority youth, their families and their communities
- Alternative resource development projects that are appropriate to minority juveniles
 - Implementation of science, model, promising, or best practice type projects
 - Projects that show capacity to be sustainable after Formula (Title II) funding is no longer available

Category: J4. MENTAL HEALTH – to improve access and increase availability of mental health services for youth in the juvenile court system and their families. Develop collaboration between the court system and mental health service providers.

Project Category Information:

There is a growing recognition that the mental health needs of youth in the juvenile justice system have not received the attention they deserve. Based on the national data available, some general trends emerge. Youth in the juvenile justice system have substantially higher rates of mental health disorders than youth in the general population. Many of the youth in the juvenile justice system with a mental illness also have a co-occurring substance abuse disorder. A high percentage of youth in the juvenile justice system have a diagnosable mental health disorder.

Projects that will be considered for funding in this category could include but are not limited to:

- Local review of current services: determine needs and implement service enhancements to better address the mental health needs of youth and families including services for families with co-occurring problems.
- Enhance services by including a mental health professional on site at a detention center or juvenile court
- Enhance services by contracting for a timely psychological evaluation for youths screened as having substantive co-occurring mental health needs that exceed the juvenile courts expertise
- Implementation of science, model, promising, or best practice type projects
- Projects that show capacity to be sustainable after Formula (Title II) funding is no longer available

SECTION V.

Financial & Administrative Guidelines
and OMB Circular

I. AWARD AND ACCEPTANCE OF CONTRACT

A. Award of Contract

After completion of the review process, the Missouri Department of Public Safety in the form of the Award of Contract document formally awards contract applications designated for approval. This award identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the contract period, amount of federal funds, and the contract number. As appropriate, special conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated contract number shown on the *Award of Contract* document.

B. Acceptance of Award

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and the Project Narrative. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed acceptance.

C. Cancellation Conditions

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to cancel the project.

II. PAYMENT AND REPORTING OF FUNDS

A. Report of Expenditures and Request for Reimbursement

Contractors will be required to verify on a monthly basis actual cash expenditures and then request reimbursement for expenditures. The *Monthly Report of Expenditures and Request for Reimbursement* is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures. Failure to submit the required forms on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination.

B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred, which will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

C. Expended Funds

Funds are considered to be expended when payment is made. Funds which have been properly obligated by the end of the contract period will have **90 days** in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

III. PROCUREMENT POLICY

A. Allow Ability of Costs

The Missouri Department of Public Safety has included unallowable costs in **VIII. GENERAL CONTRACT REQUIREMENTS, A. Unallowable Costs**. The U.S. Department of Justice Financial Guide and *Office of Management and Budget (OMB) Circular A-87*, “Cost Principles for State and Local Governments” and *OMB Circular A-122*, “Cost Principles for Nonprofit Organizations” provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants.

If the Contractor is uncertain as to whether a cost is allowable, please contact the respective Program Specialist with the Missouri Department of Public Safety for clarification.

B. Procurement of Costs

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

- 1) **State and Local Governments – Common Rule** – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66.
- 2) **Nonprofit Organizations – OMB Circular A-110**, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a

minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be sole source procurement. Sole source procurement on amounts \$3,000 and more require prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or more shall be advertised for bids in at least two daily newspapers of general circulation in such places most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

C. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

IV. PROPERTY

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Non-expendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

B. Title

Initially, title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the Title II funds. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for non-expendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a. Item description;
 - b. Source of property;
 - c. Manufacturer's serial number and, if applicable, a control number;
 - d. Federally funded cost equity at time of acquisition;
 - e. Acquisition date and cost;
 - f. Location, use, and condition of property;
 - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for non-expendable property acquired with federal funds shall be retained for three years **after final disposition of property.**

E. Disposition of Personal Non-expendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of

Public Safety's share of the equipment. The seller is also eligible for sale costs.

- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

F. Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films or other material that may be copyrighted, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, February 18, 1983.)

V. ACCOUNTING SYSTEM AND FINANCIAL RECORDS

A. Accounting Systems

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information, as needed for control and evaluation of all contract costs.

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a "total program cost" basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Non-state Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

VI. MONITORING

A. Monitoring Requirements

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period. Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

B. Monitoring Purpose

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its stated objectives and outcomes.

C. Monitoring Information Required

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices and travel vouchers;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract;
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the federally funded project.

VII. AUDIT REQUIREMENTS

A. Audit Responsibilities

All Contractors are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, local governments, and non-profit organizations". The required audits are to be on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program. The schedule should include:

- 1) Name of federal agency;
- 2) Award amount;
- 3) Contract Period;
- 4) Expenditure activity during the audit period.

B. State and Local Units of Government

If an organization expends \$300,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits.

Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

C. Technical Assistance

The Office of Inspector General, Department of Justice, is available to provide technical assistance to contractors in implementing the audit requirements. The assistance is available for areas such as

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

VIII. GENERAL CONTRACT REQUIREMENTS

A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety Formula (Title II) Grants Program.

1. Travel of Federal Employees;
2. Real property acquisition;
3. Honoraria;
4. Indirect cost of conferences, symposia, and workshops including entertainment, spots, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
5. Military type equipment;
6. Bonuses or commissions;
7. Lobbying;
8. Cost of fund raising;
9. Compensation of federal employees;
10. Indirect cost to the agency/organization receiving funds such as a percentage of the grant funding to administer the grant;
11. Construction or purchasing buildings;
12. Service revolvers for law enforcement personnel.

B. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through the Juvenile Justice and Delinquency Prevention Formula Grants Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director.”

C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

D. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. This applies to any justice program or project underwritten, in whole or in part, by any grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

Office of Management and Budget (OMB) Circulars

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be obtained from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

OMB CIRCULAR A-87: "Cost Principles for State and Local Governments"

This circular establishes principles and standards for determining costs applicable to grants and contracts with states and local units of government.

OMB CIRCULAR A-102: "Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments"

This circular establishes standards for the administration of grants to state and local governments.

OMB CIRCULAR A-122: "Cost Principles for Non-Profit Organizations"

This circular establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations.

OMB CIRCULAR A-128: "Audits of State and Local Governments"

This circular establishes the policy to be followed in the audits of the states and local units of government under the Single Audit Act.

OMB CIRCULAR A-133: "Audits of Institutions of Higher Education and Other Non-Profit Organizations"

This circular establishes standards for the administration of grants to institutions of higher education and other nonprofit organizations.

Copies of these circulars may be obtained from any U.S. Government Printing Office bookstore or by writing to the **Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.**

OJP GUIDELINE MANUAL

The **OJP Guideline Manual**, OJP M 7100.1C, "Financial and Administrative Guide for Grants" has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this manual.

A copy of this manual can be obtained from any **U.S. Government Printing Office Bookstore** or by writing to the **Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.**

SECTION VI.

Post Funding Forms

JJDP MONTHLY PROJECT REPORT

Contract Period October 2004 – September 2005

NOTE: This report must be submitted each month beginning with the report of activity beginning October 2004 regardless of activity or whether reimbursement is being requested for the month.
This report must be typed.

Applicant Agency:		
Project Title:		
Funding Category: <input type="checkbox"/> J1. Youth or Teen Court/Restorative Justice (Prevention) <input type="checkbox"/> J2. Delinquency Prevention Projects (Prevention) <input type="checkbox"/> J3. Disproportionate Minority Contact (Infrastructure) <input type="checkbox"/> J4. Mental Health (Infrastructure) <input type="checkbox"/> J5. Mentoring (Prevention)		
Reporting Month:	Contract #:	
Total # of Youth Served in this Program this Month:	Total # of non-duplicated youth served to date:	
Total # of Youth this month in your program with new referrals or commitment to:	a. Juvenile Courts:	
	b. Division of Youth Services:	
	c. Youth Certified:	
Of the total # of youth referred or committed this month, how many were crimes against persons:		

Attach Additional pages as necessary

1. Please list and address performance measure indicating the progress made during the reporting month:
2. Have any outcome measures been recorded this month?
3. Describe barriers encountered this month and what procedures you have put in place to overcome them.
4. Describe relevant trends that have been recognized this month.

INVENTORY Contract Period October 1, 2004 – September 30, 2005

Project Name:

Project Director:

Contract Number:

Item Description:

Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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Item Description:		
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Purchase Date:	Serial Number:	PO No.:
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Cost:	Vendor No.:	Check No.
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Local (Match) Funds:	Fed/State Funds:	Grant Program:
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MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
573-751-4905

Contractor Name					
Project Title			Contract Number		
COST CATEGORY	APPROVED BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL (PLUS FRINGES)					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	
TOTAL FEDERAL/STATE SHARE		%		%	
TOTAL LOCAL SHARE		%		%	

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. **Attach copies of each changed budget detail sheet.**

PREPARED BY

Signature	Telephone Number	Date
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APPROVED BY

Authorized Official	Date
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SECTION VII.

Reference Materials

Model Program or Program Research Information Resources

Projects that will be considered for funding could include but are not limited to the projects found on the following websites.

ALL FUNDING CATEGORYS

U.S. Department of Justice

www.ojjdp.ncjrs.org/programs/programs.html

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

810 Seventh Street, NW

Washington, D.C. 20531

(202)-307-0751

American Youth Policy Forum

www.aypf.org

National Drug Control Policy

www.whitehousedrugpolicy.gov

Southwest Center for Prevention Research and Practice

www.swcapt.org

J1. YOUTH OR TEEN COURTS / RESTORATIVE JUSTICE

Urban Institute, the Justice Policy Center (Teen Court Project)

www.urban.org

National Youth Court Center, American Probation and Parole Association

www.youthcourt.net

Department of Juvenile Justice and Delinquency Prevention (North Carolina)

Links to Delinquency Prevention Resources

http://www.juvjus.state.nc.us/interprev_services/programs/teen_court.htm

J2. DELINQUENCY PREVENTION

Blueprints for Violence Prevention Center for the Study and Prevention of Violence

Institute of Behavioral Science University of Colorado at Boulder

www.colorado.edu/cspv/blueprints/

Substance Abuse and Mental Health Services Administration

http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list

http://modelprograms.samhsa.gov/template_cf.cfm?page=promising_list

http://modelprograms.samhsa.gov/template_cf.cfm?page=effective_list

U.S. Department of Education

www.ed.gov

The Gang Resistance Education and Training Program
www.atf.treas.gov/great/index.htm

National Resource Center for Safe Schools
www.safetyzone.org

Hamilton Fish National Institute on School and Community Violence
<http://www.hamfish.org/programs/>

J3. DISPROPORTIONATE MINORITY CONTACT

National Criminal Justice Reference Service
http://abstractsdb.ncjrs.org/content/AbstractsDB_Results.asp?page=1

Youth Law Center and Building Blocks for Youth
www.youthlawcenter.com

J4. MENTAL HEALTH

Columbia University Guidelines for Child and Adolescent Mental Health Referral, Division of Child and Adolescent Psychiatry
www.promotementalhealth.org/resources/resources.htm

J5. MENTORING

Northwest Regional Educational Laboratories
<http://www.nwrel.org/mentoring/research.html>

Tufts University
www.cfw.tufts.edu/ages.asp?ageid=4&topicid=72

U.S. Department of Education
<http://www.ed.gov/search/searchResList.jsp?st=0&colParam=ED&lk=1&qt=mentoring>

Baseline Assessment Data Sites include but are not limited to the data found on the following websites.

ADA Status Report
www.modmh.state.mo.us/ada/status/03/index.htm

OSEDA
www.oseda.missouri.edu/countypage

MSHPO Uniform Crime Report (UCR)
www.mshp.state.mo.us

School Survey
www.mimh.edu/survey/

Missouri Department of Health Data
www.health.state.mo.us/GLRequest/CountyProfile.html

Missouri Risk Assessment Survey
www.actmissouri.org/needsassess.htm

Kids Count
www.mokids.org/2002kidscount